



**COMMONWEALTH OF MASSACHUSETTS
TOWN OF NEW MARLBOROUGH
OFFICE OF THE BOARD OF SELECTMEN
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**Michele Shalaby, Chair
Nathaniel H. Yohalem
Tara B. White
Board of Selectmen**

**Minutes of Selectmen's Meeting
Wednesday, May 27, 2015
11:00 a.m.**

Board Members Present: Michele Shalaby, Chair
Nathaniel Yohalem
Tara B. White

Others Present: Joseph Kellogg, Administrative Assistant
Sharon Fleck, Administrative Secretary
Graham Frank

The meeting of the Board of Selectmen convened at 11:10 a.m.

Police Chief Evaluation - Graham Frank, Police Chief, reported he had accomplished many of the goals he set out to achieve over the past year. He now has department ID's for the officers; the officers have all completed taser training; he has instituted a CAD Log Program; he had made the Police Department more visible to the residents and has gone to the school to explain to the students what a Police Officer does; he has conducted a program for rape prevention and has filled most shifts. He did request another part-time officer be hired for better shift coverage, as most of his officers also work in other towns and have pre-set schedules.

Graham stated his goals for the coming year:

- Continue his review of all PD policies
- Update the juvenile policy
- Put all policies in a written manual
- Get rules and regulation in print form
- Complete the training of the current officer-in-training
- Recruit an additional officer
- Centralize home alarm registration and billing
- Obtain IMCs to run plates from the cruiser

- Secure funding for a new cruiser in FY17

Joe Kellogg suggested, as a way of measuring goals set/achieved that he prepare a form for the Board of Selectmen to complete as well as the Police Chief. Graham also stated that the IMC program costs \$6,000 with a \$1,500 a year maintenance fee. Chairman Shalaby stated that she will take the NIMS and ICS courses and suggested that Town Hall employees should also be certified in these courses for emergency situations. A discussion ensued regarding a new cruiser vs. a used one that will be available. It was decided that, in view of the fact that the Police Department is scheduled to get a new cruiser in FY17. It will forego purchasing a used cruiser. After a new cruiser is purchased, he will then keep the existing cruiser as a backup, which can be housed at the Fire Department. He stated that there is no office space available to him now at the Fire House, but that evaluations are taking place to remodel the older Fire House to accommodate an office for him. He also stated that he would like to have all the home alarms in Town registered at Town Hall and would require administrative assistance with that project.

Joe Kellogg stated he is working on Graham's contract and will have it ready within the next week/week and a half.

The Board of Selectmen congratulated Graham on the excellent job he is doing and also applauded him for graduating from college on Friday, May 29, 2015.

Surplus Bids – The bids for Highway Equipment will be issued, but consideration will be given to keeping the extra roll-off at the Transfer Station so an analysis can be done as to cost savings.

Caren Adams Appeal – A letter has been received from the Trial Court of Massachusetts for Caren Adams' appeal to Unemployment Insurance. Jeremia Pollard, Counsel for the Town, will appear on behalf of the Town on August 20, 2015.

Being that there was no further business to be brought before the Board, a motion was made, seconded and so voted by all members to adjourn the meeting at 12:04 p.m. and go immediately into Executive Session to discuss a complaint against a Town Employee. The Board of Selectmen will not go back into Regular Session.

Roll Call:	Michele Shalaby	Aye
	Nathaniel Yohalem	Aye
	Tara White	Aye

Respectfully submitted,

Sharon Fleck
Administrative Secretary